



**Devon Intermediate School**  
*Te Kura Takawaenga o Ngāmotu*

## **HANDLING FOOD, PROCEDURAL GUIDELINES**

**No 505**

### **A Staffroom**

1. Food is always covered on benches or in refrigerator.
2. Hands are washed prior to serving food.
3. Student helpers are taught safe food handling before being allowed to assist in the staffroom.
4. All staff wash, dry and put away their own dishes or place them in the dishwasher.

### **B Classroom**

1. If food preparation or handling is part of a lesson, then all students must learn safe food procedure before starting the lesson.
2. When preparing or sharing food all students and staff must wash hands before touching food.
3. All food and all ingredients are to be stored correctly in a suitable place and covered.

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Ratified by Board: 4 September 2023

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Next Review: September 2026

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